



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 27, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 29, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, August 11, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET V

Agreement Technician  
Bureau of Design and Environment  
Office of Program Development  
Springfield

Attachments  
40928

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, August 11, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician V

**Salary Range:** \$5,015 - \$9,155

**Position Title:** Agreement Technician

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW015-23-65-309-22-01

**IPR#:** 40928

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#### Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Design & Environment / 2300 South Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for coordinating the negotiation, and preparing and processing agreements with railroad companies for railroad-highway intersection improvements, utility companies for utility adjustments, and local agencies for joint participation agreements.

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#### Special Qualifications:

***The following criteria are required:***

- Valid driver's license.
- Occasional statewide and out-of-state travel.

***The following criteria are desired:***

- Knowledge, skill and mental development equivalent to the completion of three years of college with major courses in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years experience in construction with an emphasis on utilities or railroads
- Working experience in drafting agreements
- Working knowledge of utility relocation policies, rules and laws
- Experience interacting with railroads or local agencies
- Ability to plan, organize and execute administrative or technical program requirements
- Strong oral and/or written communication skills

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	7/11/16	<b>POSITION:</b>	Agreement Technician
<b>APPROVED BY:</b>	Jack Elston	<b>OFFICE/DIVISION:</b>	Office of Program Development Bureau of Design and Environment
<b>CODE:</b>	PW015-23-65-309-22-01	<b>REPORTS TO:</b>	Project Support Engineer

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***Position Purpose***

This position is accountable for coordinating the negotiation, and preparing and processing agreements with railroad companies for railroad-highway intersection improvements, utility companies for utility adjustments, and local agencies for joint participation agreements.

***Dimensions***

Number of Agreements Processed Annually:	150 ±
Annual Fee Volume:	\$30 M ±

***Nature and Scope***

This position reports to the Project Support Engineer as do two other Agreement Technicians. There are no subordinates reporting to this position.

This position coordinates the negotiation, and is responsible for the preparation, acquisition and execution of railroad, utility and joint participation agreements for transportation improvements. Agreements concerning railroads require the incumbent to prepare and coordinate the negotiation of agreements between individual railroad companies for at-grade crossings and highway-railway structures. This position coordinates utility agreements to ensure adequate lead time in the actual adjustments thus preventing delays in highway construction letting schedules. Concerning joint participation agreements, this position formulates and interprets Departmental policy from the standpoint of the Department's regard of public interest for highway construction projects. The incumbent advises the district offices of approval or recommended changes in proposed agreements between the municipalities, counties, townships, corporations, other government agencies and the Department.

Typical problems encountered in this position include securing executed agreements in a timely manner and ensuring proposed agreements fit within established policy and laws. The greatest challenge to this position is processing the agreements in a timely and cost effective manner to ensure construction project goals and deadlines are met.

The incumbent is personally responsible for coordinating the negotiation between district personnel and railroad companies and for the preparation of agreements with railroad companies through direct contact with public works officers. This position coordinates the negotiation with individual railroad companies for at-grade crossings and highway-railway structures in a cost-effective and timely fashion. S/he prepares petitions for and, on occasion, represents the Department before the Illinois Commerce Commission at crossing regulator hearings and meetings with railroad companies and other state and local agency officials. S/he coordinates all utility agreements with the district Project Support Engineers encompassing utility adjustment plans, specifications and estimates. Utility projects include adjustments to privately, publicly or cooperatively owned lines, facilities and systems that distribute communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water, police and fire signal systems, and street lighting systems. The incumbent processes the agreements in accordance with technical policies and procedures. S/he coordinates all these adjustments to meet bid letting schedules, and to prevent any delays in contract awards. This position coordinates the approval process for all joint improvements and corporations, municipalities, counties, townships and other state governmental agencies.

S/he obtains and analyzes comments from other central bureaus, reconciling contradictory comments, analyzing cost participation of other agencies which are parties to the agreements, as well as ensuring that the agreements comply with state, federal and local agency design standards and policies. The incumbent ensures agreements comply with statutory law. Where agreement provisions deviate from established policy, the incumbent evaluates factors and recommends disposition. S/he suggests alternate language to the districts where standard language does not apply and resolves conflicts concerning the district's proposed policy deviations with central bureau management. The incumbent recommends final execution or other disposition of agreements by the Director of the Office of Program Development to the district offices.

The incumbent is free to act within guidelines established by the Department and current legislation. The incumbent refers to the supervisor any situations that require special expertise or policy exceptions.

Internal contacts include the assigned district offices, the Office of Chief Counsel, and various bureaus within the central office. External contacts include the Illinois Commerce Commission, railroad companies, utility companies, the FHWA, other state agencies and local officials.

The effectiveness of this position is measured by the incumbent's ability to secure agreements in an expeditious and cost-effective manner to meet project goals and deadlines. Effectiveness is also measured by the number and dollar value of agreements negotiated, the incumbent's ability to resolve conflict, and the adherence to policy and specifications.

### ***Principal Accountabilities***

1. Coordinates negotiation, and prepares and secures cost-effective agreements encompassing railroads, utilities, and joint state/local agreements in a timely manner.
2. Resolves conflicts of district proposed policy deviations with central bureau management.
3. Evaluates draft agreements and recommends changes to the districts.
4. Ensures compliance with Departmental policies, federal policies and appropriate federal and state statutes.
5. Evaluates and resolves claims for agreement adjustments.
6. Coordinates all agreement adjustments to meet bid letting, project and goal deadlines.
7. Represents the Department's position at Illinois Commerce Commission hearings and at meetings with agreement participants and local officials.
8. Recommends final execution or other disposition of agreements by the Director of the Office of Program Development to the district offices.
9. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.